

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Assistant Librarian -Federal Courts Library, Miami, FL
Opening Date:	November 1, 2015
Closing Date:	November 30, 2015 (or until filled)
Developmental Salary Range (CL 27/CL 28): With Full Performance Salary Potential to:	\$49,555 - \$73,649 \$96,576

The Federal Courts Library, Miami, FL, a branch library of the U.S. Court of Appeals, has an opening for a **Branch Librarian**. Persons interested in applying for this position should submit a cover letter and resume by **November 30, 2015 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

E-mail submission is acceptable to: human_resources@ca11.uscourts.gov

The selected candidate will be subject to a background check as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

ORGANIZATION: The incumbent will report directly to the Circuit Librarian and will be responsible for managing the court library in the James L. King Federal Justice Building.

REPRESENTATIVE DUTIES:

- Manages a library program providing print and online resources for judges and their staffs and other court personnel.
- Using print and online resources, performs or assists with legal and nonlegal research and reference services for judges and their staffs and other court personnel.
- Provides education and training to court staff on LexisNexis, Westlaw, and other research sources; develops training programs and training tools, library promotional materials, and research guides in print and digital formats as needed.
- Assists in collecting, creating and organizing content for research guides and website publication.
- Serves as a team member in providing library services and outreach through email and intranet resources.
- Performs required acquisitions functions for library, chambers, and other court offices in the district.
- Supervises technical staff.
- Works as a team member in coordinating services with other branch libraries.
- Arranges interlibrary loan transactions for court personnel.
- Assists Circuit Librarian in developing, reviewing, and evaluating circuit and branch library programs, policies, methods, and techniques.
- Assists with recruitment for new library employees as needed.
- Travels to division offices of District Court when necessary.
- Represents the Eleventh Circuit Libraries and/or the Miami Branch library at meetings as needed.

REQUIRED QUALIFICATIONS: M.L.S. degree or equivalent from an ALA-accredited library school, two years of law library experience including at least one year equivalent to work at CL 25 level. Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS:

- Expert online research skills, including Westlaw and LexisNexis, and familiarity with print and other online resources.
- Experience in library systems with multiple locations.
- Ability to prioritize demands from multiple judges and/or other library users.
- Excellent organizational, interpersonal, and written communication skills; ability to work independently and collaboratively.
- Experience with an Integrated Library System. The Eleventh Circuit Libraries use Sirsi Unicorn.
- Skill in the use of Microsoft Office applications software.
- Skill in the development of web based delivery systems or information services.
- Experience in creating bulletins, newsletters and other outreach materials in print and digital formats; ability to make presentations and conduct training sessions.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience supervising and/or working with people at all levels.
- Ability to handle occasional moderate to heavy physical activity.
- Ability to travel when necessary.
- J.D. is desirable.

SPECIALIZED EXPERIENCE: Progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of library management. Although law library experience is preferable, other library experience is acceptable.

CONDITIONS OF EMPLOYMENT: Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care, and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS